



ORCHARD HOUSING SOCIETY
HONORARY TREASURER
Voluntary Position

Summary

Honorary Treasurer to a small sheltered housing provider managing a single scheme for those over 60 years old in North West London.

Description

We are looking for an accountant, or someone experienced in handling the accounts of a small organisation, to be part of our eight strong Management Committee to provide treasury and budget assistance to the Committee and our three staff members. We manage 61 flats, 48 for single people and 13 one bedroomed flats.

The staff maintains cash books and we have an external company preparing and auditing the accounts from the cash books. The Treasurer does not need to produce the accounts

We need help with

- Budget setting and financial planning
- Budgetary control
- Annual rent setting
- Oversight of staff salaries, payroll and pensions
- Supervision of investments funds
- Signing off on line payments made by staff

We are looking for a volunteer

- Who has the ability to understand and supervise the accounts of a small charity

- Who has the experience of working with volunteers and employees
- Can provide general financial oversight
- Financial planning and budgeting
- Financial reporting
- Has the time to attend Management Committee meetings and our Finance and Building Sub committee each held in the early evenings once every six weeks. These are currently held on Zoom but are usually held at the Orchard NW11 6YN

Skills

- Accountancy
- Budgeting
- Financial control
- Orderly mind and a methodical method of working
- Good communication and personal skills
- This is a Management Committee position initially for three years. Your help will enable the Society to continue with financial security.
- You will join a small friendly team meeting regularly to manage the Society's affairs.

Time Commitment: Some work can be carried out at home but regular attendance at Management Committee meetings and the Finance and Building sub committee is required. It is expected that the work would be around 3-7 hours a week